

~~EYES ONLY~~

~~SECRET~~

29 September 1970

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : <sup>25X1A9a</sup> Recommendation for Promotion -  
[REDACTED]

25X1A9a

1. It is recommended that [REDACTED]/Support Staff/ORD be promoted from GS-4 to GS-5. Your approval of the recommendation contained in paragraph 3 is requested.

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2. [REDACTED] entered on duty with the Office of Research and Development in July 1970, transferring from Office of Communications, Operations Division, Production Control Branch, Data Preparation Section, Keypunch Unit. [REDACTED] was brought aboard as a Clerk Typist-Keypunch Operator for OCS and, subsequently, qualified to Agency standards in typing and shorthand. Her transfer to ORD was to take advantage of her new capabilities as a secretary steno. [REDACTED] performance since joining ORD has been entirely satisfactory.

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3. It is recommended that [REDACTED] be approved for promotion from GS-4 to GS-5 in order that her grade level will more accurately reflect her current status and to place her on the same level as new EODs with typing and shorthand who enter the Agency at the GS-5 level.

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[REDACTED]  
Administrative Officer  
Office of Research and Development

RECOMMEND APPROVAL:

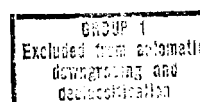
SIGNED

29 SEP 1970

Chairman, Special Panel/ORD

Date

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*Approved*

**EYES ONLY**

Approved For Release 1999/09/27 : CIA-RDP91-00452R000100100113-3

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SUBJECT: 25X1A9a  
[REDACTED] Recommendation for Promotion -

APPROVED:

25X1A9a

[REDACTED]

Director of Research and Development

2 001 1970

Date

Distribution:

- Original & 1 - Addressee
- 1 - Special Panel/ORD
- 1 - PO/ORD

AO/ORD/DD/S&T: [REDACTED]:dms 2637 (29 Sept 70)

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